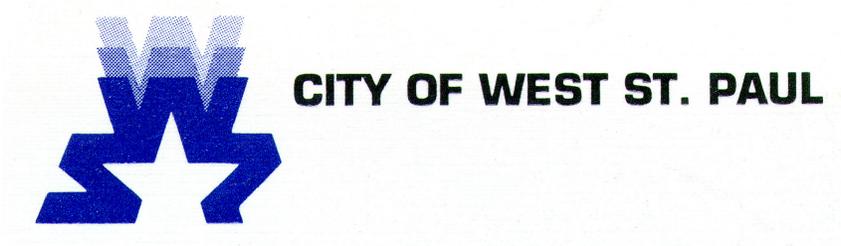


SWPPP

(Storm Water Pollution Prevention Program)



Revised June 15th, 2007

MS4 Owner:

Name: City of West Saint Paul
Mailing Address: 1616 Humboldt Avenue
City: West Saint Paul
State: MN
Zip Code: 55118
County: Dakota

General Contact for Permit Compliance:

Name of Responsible Official: Matt Saam
Title: City Engineer
County: Dakota
Mailing Address: 1616 Humboldt Avenue
City: West Saint Paul
State: MN
Zip Code: 55118
Telephone Number: (651) 552-4130
Email Address: matt.saam@ci.west-saint-paul.mn.us

City of West St. Paul BMP Pages Table of Contents

Minimum Control Measure

1. <u>Public Education and Outreach</u>	
<u>Best Management Practice</u>	<u>Page</u>
1-1: City Newsletter	1
1-2: 30-day Public Notice for Annual Stormwater Meeting.....	2
1-3: City Website	3
1-4: Outside Entity Coordination.....	4
1-5: Stormwater Brochures	5
2. <u>Public Involvement and Participation</u>	
<u>Best Management Practice</u>	
2-1: Annual Stormwater Public Meeting	6
2-2: Consider Public Input and Adjust SWPPP.....	7
2-3: Storm Drain Stenciling Program	8
2-4: Complaint Call-in Number and Receipt Procedures	9
3. <u>Illicit Discharge and Detection</u>	
<u>Best Management Practice</u>	
3-1: Illicit Discharge Awareness Efforts.....	10
3-2: Spill Reduction and Response Program	11
3-3: Storm Sewer Map	12
3-4: Illicit Discharge Ordinance and Enforcement	13
3-5: Illegal Dumping Ordinance and Enforcement.....	14
3-6: Complaint Hotline	15
3-7: Illicit Discharge Inspection Program.....	16
3-8: Sanitary Sewer Overflow Program.....	17
4. <u>Construction Site Runoff Control</u>	
<u>Best Management Practice</u>	
4-1: Minimum ESC BMPs.....	18
4-2: ESC Plan Requirement and Review Process.....	19
4-3: ESC Ordinance	20
4-4: Public Non-Compliance Complaints and Reports.....	21
4-5: Site Inspection and Enforcement Program	22
5. <u>Post-Construction Site Runoff Control</u>	
<u>Best Management Practice</u>	
5-1: List of Post Construction BMPs	23
5-2: Plan Review Procedures	24
5-3: Stormwater Management Ordinance	25
5-4: Municipal Water Resources Management Plan	26
5-5: Long-term Operation and Maintenance Program.....	27

6. Pollution Prevention/Good Housekeeping

Best Management Practice

6-1: Training Components to Municipal Programs	28
6-2: Spill Response and Reduction Program	29
6-3: Street Deicing Program	30
6-4: Fertilizer and Herbicide Control Program	31
6-5: Equipment Maintenance Program	32
6-6: Inspect Outfalls, Ponds and Basins	33
6-7: Pollution Control Device Inspection Program	34
6-8: Municipal Street Maintenance Program	35
6-9: Inspection Analysis and Frequency	36
6-10: Exposed Stockpile Storage and Material Handling Program	37

7. Additional BMP Requirements

Best Management Practice

7-1: Record Keeping and Reporting	38
7-2: Discharge Affecting Source Water Protection Areas	39
7-3: Response to Listing of Impaired Water(s)	40

Public Education and Outreach

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 1-1

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> City Newsletter	
<u>BMP Description:</u> The City currently issues a public newsletter to educate the general public, contractors, developers, and business owners on City issues or policies. The City will incorporate stormwater educational articles or references for each minimum control measure. Educational material such as proper lawn care practices, spill prevention and response, hazardous material and recycling, and city rules and policies regarding erosion and sediment control will be reviewed and inserted into this educational practice. The City will review the available information on a yearly basis and make adjustments based on relevant stormwater issues within the community. At a minimum, the City will distribute the newsletter quarterly on an annual basis.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of times the newsletter is sent out to the public • Number of stormwater articles published in newsletter 	<ul style="list-style-type: none"> • 2006-2011: Review and revise stormwater articles in newsletter as appropriate • 2006-2007: At a minimum, distribute newsletter quarterly each year.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
Audience: General Public	
Educational goal: Give the general public awareness and understanding of the stormwater issues and volunteer opportunities	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 1-2

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> 30-day public notice for annual stormwater meeting	
<u>BMP Description:</u> The City will post a 30-day public notice prior to the annual stormwater meeting (2-1). The meeting will be posted on the website (1-3), published in local newspaper (Southwest Review) and in any additional location the City feels necessary to allow public knowledge and awareness of the meeting. Written comments will be received during the 30-day notice. All comments will be reviewed by the appropriate City staff member related to the comment. A formal response to all comments will be conducted as part of the record of decision and the SWPPP will be adjusted as deemed appropriate.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Completed public notice requirement • Number of locations notice is posted • Number of written comments received 	<ul style="list-style-type: none"> • Currently implemented and will continue annually.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Person</u>	
Name: Matt Saam	Responsible Department
Title: City Engineer	Name: Arbon Hairston
Phone: 651-552-4130	Title: City Manager
E-mail: matt.saam@ci.west-saint-paul.mn.us	Phone: 651-552-4101
	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
Audience: General Public	
Educational goal: Give the general public awareness and knowledge of the stormwater meeting date, time, meeting process, and subject.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 1-3

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: City Website	
BMP Description: Currently, the City website does not include stormwater related educational material. The City plans to update the website with stormwater educational material for each minimum control measure. In addition, a copy of the current SWPPP will be available for public viewing and/or downloading. Each year, the City will review the information on the website and revise according to current city stormwater issues or policies.	
Measurable Goals: <ul style="list-style-type: none"> • Number of stormwater articles on website • Annual review and appropriate revisions 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006: Collect educational information for website • 2007: Develop/select material for webpage updates for each minimum control measure • 2008-2011: Annual review and revise appropriately
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	
Audience: General Public, contractors, developers, and business owners for individual stormwater stewardship	
Educational goal: To provide residents a greater knowledge of existing stormwater related programs within the community.	
Activity: See BMP description above	
Implementation Plan: See Timeline/Implementation schedule above	
Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 1-4

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Outside Entity Coordination	
BMP Description: Investigate possible joint education programs with outside entities and how to make effective use of existing programs being conducted in the area by the other entities The City will contact outside entities, which may include but is also not limited to: water conservation districts, watershed districts, watershed management organizations, school districts, University of MN extension and county, regional, state, and federal government and discuss existing programs and how they can be coordinated and/or used effectively with the City's existing programs. For example, the City has coordinated with the Friend of Mississippi River to assist storm drain stenciling activities and worked with Dakota County to educate residents on rain water gardens.	
Measurable Goals: <ul style="list-style-type: none">• Number of outside entities contacted• Number of outside entity programs identified	Timeline / Implementation Schedule: <ul style="list-style-type: none">• 2006 - Propose a strategy that allows coordination and makes effective use of outside entity education programs, identify target audiences and define measurable goals (if applicable)• 2007-2011 – Implement the strategy outlined to coordinate with outside entities for education programs.
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): <u>Audience:</u> General public for individual storm sewer stewardship <u>Educational goal:</u> To provide residents a greater knowledge of existing stormwater related programs within the community. <u>Activity:</u> See BMP description above <u>Implementation Plan:</u> See Timeline/Implementation schedule above <u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 1-5

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Stormwater Brochures	
<u>BMP Description:</u> The City will provide stormwater related educational brochures and information related to available public participation efforts will be available at City Hall kiosk. As a goal, the City will distribute brochures within the utility bills once annually. Also, information related to post construction runoff control and construction site runoff control policies and permits will be provided to relevant permit applicants as needed.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of different types of stormwater related brochures available • Number of brochures distributed to permit applicants • At a minimum, distribute stormwater brochure in utility bill once annually 	<ul style="list-style-type: none"> • 2006: Review and collect available brochure material • 2007-2011: Include brochures at City hall kiosk and review and revise annually. • 2008-2011: Distribute stormwater brochure in utility bill at least once annually
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> General Public, Contractors, Developers, Business Owners	
<u>Educational goal:</u> To provide audience with a greater knowledge of existing stormwater related programs, regulations, and general stormwater education within the community.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

Public Involvement and Participation

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 2-1

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Annual Stormwater Public Meeting	
<u>BMP Description:</u> The City will conduct an annual stormwater meeting to discuss stormwater issues and allow public comments for changes to the SWPPP. The meeting may be conducted during a regular City Council meeting, or as a joint meeting with other entities such as the watershed or adjacent municipalities. Time will be available at the public meeting to allow oral statements from the public.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of attendees • Number of complaints on stormwater quantity and/or quality 	<ul style="list-style-type: none"> • 2006-2011: Conduct Annual Public Meeting.
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • 30-day public notice requirement • Time for oral statements from public • Time for review of relevant submitted written material 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> General Public, Local officials/City Council	
<u>Educational goal:</u> Provide the public opportunity for oral and written statements concerning the SWPPP. Provide stormwater educational awareness of City program to local officials.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 2-2

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Consider Public Input and Adjust SWPPP	
<u>BMP Description:</u> Consideration of written and oral comments regarding the SWPPP received at the annual meeting and during the 30-day public notice. Each comment will be reviewed by the appropriate city staff member responsible for that portion of the SWPPP and the SWPPP. A record will be made of the comments and what changes were made to the SWPPP.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of comments received • Percent of comments implemented in SWPPP 	<ul style="list-style-type: none"> • 2006-2011: Comments will be included annually during the 30-day public notice and annual public meeting
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
Audience: General Public	
Educational goal: Provide the public opportunity for commenting on the SWPPP and related city stormwater programs.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 2-3

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Storm Drain Stenciling Efforts	
BMP Description: The City will provide materials or coordinate participation with other organizations for civic groups or schools interesting in performing Storm Drain Stenciling.	
Measurable Goals: <ul style="list-style-type: none"> • Number of storm drains stenciled • Number of volunteers participating 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • Storm drain stenciling efforts are ongoing
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	
Audience: General Public	
Educational goal: Provide the public with opportunity to become involved in storm drains stenciling.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 2-4

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Complaint Call-In Number and Receipt Procedures	
<u>BMP Description:</u> The city has a phone number in place for residents to report illicit discharge, provide comments to the city's SWPPP, or report any construction site runoff concerns. Also, the city will incorporate their existing complaint procedures and filing system to document any future complaint calls received, as well as follow up actions taken. The call-in number is distributed to residents in the City newsletter and website.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> ▪ Number of complaints received ▪ Number of actions taken due to complaints received 	<ul style="list-style-type: none"> ▪ Currently complete and will continue updating hotline documentation procedures annually
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
Audience: General Public	
Educational goal: Distribute the phone number to the public in a variety of media to increase awareness.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

Illicit Discharge and Detection

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 3-1

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Illicit Discharge Awareness Efforts	
BMP Description: The City provides information to the general public about illicit discharge and to City employees about illicit discharge and detection.	
Measurable Goals: <ul style="list-style-type: none"> • Illicit discharge information included on City website (including hotline number) • Illicit discharge information provided to city staff 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • Information about illicit discharge has been and will continue to be incorporated into the existing newsletters and website.
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	
Audience: General Public and City Staff	
Educational Goal: Providing illicit discharge information on the City's website will allow the general public to become more aware of what illicit discharge is and why it is harmful. Also, internal newsletter articles can help City staff better detect illicit discharges.	
Activity: See BMP description above	
Implementation Plan: See Timeline/Implementation schedule above	
Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 3-2

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Spill Reduction and Response Program	
<u>BMP Description:</u> The City will coordinate with the fire department and the County HazMat program to develop a program for spill reduction and response within the City.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Number of spills • Number of employees trained on spill response procedures • Spill reduction and response program established and active 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006 – Evaluate current and alternative spill response procedures • 2007 – Develop and document appropriate program • 2008 – Implement program Due to limited funding and human resources, implementation cannot occur immediately. • 2009-2011 – Operate program
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Coordination with fire department • Coordination with County HazMat program 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> City staff	
<u>Educational goal:</u> To raise awareness among City employees about spill prevention and procedures.	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 3-3

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Storm Sewer Map	
BMP Description: The City currently has all existing storm sewer pipe within the MS4 mapped as well as ponds, lakes, streams and wetlands. The City will update the map to include all pollution control devices and outfalls. Each year, the storm sewer map will be updated to include any new developments or redevelopment projects.	
Measurable Goals: <ul style="list-style-type: none"> • Percent of new storm sewer mapped • Percent of new development ponds mapped 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 – Update map with any storm sewer features as necessary
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Ponds, streams, lakes and wetlands • Structural pollution control devices • All pipes and conveyances • Outfalls and discharges 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 3-4

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Illicit discharge ordinance and enforcement	
BMP Description: The City ordinance includes regulations for discharging certain material, chemicals, and waste into sanitary sewers within the City. The City will evaluate, amend, and revise the current ordinance as appropriate to include the storm sewer system within the 5-year permit cycle. The ordinance will also include enforcement procedures for compliance and abatement.	
Measurable Goals: <ul style="list-style-type: none"> • Number of updates to the City ordinance regarding illegal discharge to the storm sewer system. • Illicit discharge ordinance established 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2007 – Develop illicit discharge ordinance • 2008 – Complete illicit discharge ordinance • 2009-2011 – Implement and enforce illicit discharge ordinance
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Enforcement procedures for compliance and abatement. • Illicit connections control • Illegal dumping control • Right of Entry provision 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 3-5

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Illegal Dumping Ordinance	
<u>BMP Description:</u> An ordinance stating illegal dumping of trash or debris on public or private property is currently included in the City Code of Ordinances.	
<u>Measurable Goals:</u> • Nuisance ordinance established	<u>Timeline / Implementation Schedule:</u> • Currently an active City ordinance
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 3-6

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Illicit Discharge Complaint Hotline	
BMP Description: The City has a hotline for citizens to register complaints regarding illicit discharge. These complaints will be logged and distributed to the appropriate staff members.	
Measurable Goals: <ul style="list-style-type: none"> Hotline procedures and receipt documentation established Number of actions due to complaints Number of complaints 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> Hotline procedures and receipt documentation are in place and will continue to be updated annually
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	
Audience: General Public	
Educational goal: Distribute the phone number to the public in a variety of media to increase awareness.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 3-7

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Illicit Discharge Inspection Program	
BMP Description: The City will identify and document any dry weather flow by inspecting the outfalls of the storm sewer system. After detection of illicit discharge locations, the City of West St. Paul will evaluate proper enforcement procedures and enforce the provisions of the City ordinance pertaining to illegal discharges into the storm sewer system.	
Measurable Goals: <ul style="list-style-type: none"> • Percentage of outfalls inspected for dry weather flows • Number of illicit discharges located 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 – Inspect and document dry weather flow from all outfalls on a yearly basis
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Program to detect and address illicit connections • Community hotline and documentation procedures (2.C) • Inform public employees of non-stormwater discharge hazards (6.A) • Inform general public of non-stormwater discharge hazards (1.A) 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): <ul style="list-style-type: none"> • Community hotline and documentation procedures (2.C) • Inform public employees of non-stormwater discharge hazards (6.A) • Inform general public of non-stormwater discharge hazards (1.A) 	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 3-8

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Sanitary Sewer Overflow Program	
<u>BMP Description:</u> Cleaning of the sanitary sewer system is typically focused on conveyance structures and areas of containment. Consideration may be given to coordinating cleaning activities with inspection activities for city storm sewer systems.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> Length of sanitary sewer pipe cleaned and maintained Number of public complaints regarding sanitary sewer overflow 	<ul style="list-style-type: none"> This is a current city program and will continue.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
All public works employees are trained in the value of a functioning sanitary sewer system, and also trained on regular inspection of this system.	

Construction Site Runoff Control

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 4-1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Minimum Erosion and Sediment Control BMP's	
<u>BMP Description:</u> The City of West St. Paul will analyze structural BMPs to recommend for appropriate construction site management. They may also add additional BMPs to their current list, and make certain that their selection is up to date and appropriately recommended.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> Number of current BMP's recommended during any construction activity monitored by the city Number of additional BMP's required annually at the time of SWPPP annual report submittal 	<ul style="list-style-type: none"> 2006-2007: Establish a list of minimum Erosion and Sediment Control BMPs for construction activities 2008-2011: Provide contractor-type list for city-required BMPs on construction sites
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Connection to MPCA minimum standards for erosion and sediment control Develop 6 minimum construction site BMPs 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Developers and contractors	
<u>Educational Goal:</u> Continuous education of developers and contractors will occur through the requirements of ESC practices and BMPs throughout the construction process.	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 4-2

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> ESC Plan Requirement and Review Process	
<u>BMP Description:</u> The City of West St. Paul currently reviews development and redevelopment plans for proper construction site runoff control issues. However, the City will review and evaluate their site plan review process and make any appropriate changes to summarize in the revised ESC ordinance (BMP 4-3). Also, this would be an appropriate time to look at cooperative governing agencies' assistance, or the potential for outsourcing plan review.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of Plans Reviewed • Site plan review process documented and active 	<ul style="list-style-type: none"> • 2006-2011: Carry out site plan review procedures
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • Developers Agreements with financial security • Defined timeline for review and comment process on site plans 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Developers, homeowners and contractors	
<u>Educational Goals:</u> Continuous education will occur through the requirements of ESC practices during the site plan review process	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 4-3

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: ESC Ordinance	
BMP Description: The City of West St. Paul will review the current ESC ordinance within the zoning ordinance section 33.6(2) and BMP's and revise based on how well their current ordinance is working and how they can improve the compliance to that ordinance. In addition, the City ordinance will require contractors and developers to properly manage construction according to MPCA disposal standards. Any changes to this ordinance will be in place within 6 months of the extension of coverage.	
Measurable Goals: <ul style="list-style-type: none"> Revised ESC Ordinance 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2006-2011: Enforce ESC ordinance and make revisions, as necessary
Specific Components & Notes (optional): <ul style="list-style-type: none"> ESC Plan review and enforcement Stormwater permit requirement Minimum BMP requirements Non-compliance penalty definition Ordinance design and/or re-design Includes requirements for construction site operators to control waste and a one acre stormwater requirement. 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): Audience: Developers, homeowners and contractors Educational Goals: Continuous education will occur through the requirements of ESC practices during the site plan review process Activity: See BMP description above Implementation Plan: See Timeline/Implementation schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 4-4

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Public Non-Compliance Complaints and Reports	
BMP Description: The City of West St. Paul currently provides a hotline number on the City website and city newsletter for citizen complaints related to ESC non-compliance. The City will maintain a record of public complaints for non-compliance issues related to stormwater.	
Measurable Goals: <ul style="list-style-type: none"> Hotline and documentation procedures established and active Number of complaints recorded Number of enforcement actions initiated by public complaints 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> This is an existing program within the City and will continue.
Specific Components & Notes (optional): <ul style="list-style-type: none"> Contact information on City website Contact information in City Newsletters 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): <u>Audience:</u> General Public <u>Educational Goal:</u> This BMP will provide the general public an opportunity to submit comments or complaints regarding ESC and works in coordination with the goals of MCM 1 to educate the public on construction ESC issues. <u>Activity:</u> See BMP description above <u>Implementation Plan:</u> See Timeline/Implementation schedule above <u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 4-5

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Site Inspection and Enforcement Program	
<u>BMP Description:</u> Currently, the City of West Saint Paul inspects sites for proper perimeter sediment control and erosion control per the approved grading plans submitted to the City. After revising the ESC Ordinance, the inspector will be inspecting sites based on the rules and regulations outlined in the ordinance. The City of West St. Paul will analyze their current site inspection and enforcement methods. They will take a concentrated look at how they inspect for appropriate construction site conditions. They will also look at the effectiveness of the enforcement process.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of warnings issued • Number of stop work orders issued 	<ul style="list-style-type: none"> • 2006-2007: Continue existing program as described above. • 2007-2011: Revise inspection criteria to enforce ordinance revisions
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • Develop site inspection criteria • Clearly define enforcement actions • Develop log to track inspections and enforcement activity • Enforce a stop work order for construction sites that are not in compliance with city standards 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> General Public	
<u>Educational Goal:</u> Continuous education will occur through the requirements of ESC practices during the site plan review process	

Post-Construction Runoff Control

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 5-1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Post-Construction Stormwater BMP Standards	
<u>BMP Description:</u> The City will review new development or redevelopment plans and determine appropriate post-construction stormwater BMPs to reduce the impacts on water quality. The MPCA Guidance Document <u>Protecting Water Quality in Urban Areas</u> will be used as a general guide for developers.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Completed review of construction and reconstruction for post-construction stormwater quality control 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> Conducted annually
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> MPCA BMP reference Sump manholes and catch basins This BMP coordinates with policy 9 (Section 3.4) in the SWMP This BMP coordinates with BMP 4-2 and 5-2 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 5-2

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Plan Review Procedures	
BMP Description: This is a program that ensures that the review of plans for both new development and re-development provides a gateway through which better stormwater management and required best management practices can be implemented. It also ensures that the designed practices function to the appropriate level for stormwater control. This site plan review process will also bridge the communication links between the city engineer and the Dakota County Soil and Water Conservation District. Also, this process includes procedures to assure coordination with appropriate agencies and to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of Historic Places or affecting known or discovered archeological sites; or discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed endangered or threatened species or adversely modify a designated critical habitat.	
Measurable Goals: <ul style="list-style-type: none"> • Site plan review procedures established and active • Number of site plans reviewed annually 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006: Document and implement proper plan review procedures for post construction stormwater management standards • 2001-2011: Carry out plan review procedures and update, as necessary
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): Continuous education will occur in the development and construction communities when these devices are required as a component of the post construction stormwater site plan review process and post construction stormwater inspections.	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 5-3

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Stormwater Management Ordinance	
<u>BMP Description:</u> This ordinance will assist the City of West St. Paul in controlling or eliminating stormwater pollution within the City. The Stormwater ordinance establishes standards and specifications for conservation practices and planning activities that minimize stormwater pollution, soil erosion and sedimentation.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> (Y/N) Modifications to the existing stormwater management ordinance 	<ul style="list-style-type: none"> This is an existing City ordinance
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Watershed requirements Buffer zone requirements Peak Flow/Rate Control Stormwater Ponds 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Contractors, developers, homeowners	
<u>Educational Goal:</u> This BMP will support the educational goal of the City to inform parties performing work within the City of the standards and specifications for post construction practices	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 5-4

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Municipal Water Resources Management Plan	
BMP Description: The City of West St. Paul will use this plan to determine how growth best interfaces with the City's unique natural resources. Specifically the City will analyze impervious surface standards and their connection to post construction stormwater management.	
Measurable Goals: <ul style="list-style-type: none"> Completed Municipal Water Resources Management Plan 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> This is an existing plan, which has been adopted by the City council
Specific Components & Notes (optional): <ul style="list-style-type: none"> Watershed drainage districts and subdistricts Design Standards Goals and policies Meet requirements of WMOs 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 5-5

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Long-Term Operation and Maintenance Program

BMP Description:

The City will operate and maintain publicly owned stormwater management facilities to ensure they continue serving their intended function to reduce the discharge of pollutants. Facility inspection and maintenance activities will be coordinated with Inspection of Outfalls, Ponds and Basins (6-7) and Pollution Control Device Inspection Program (6-8) BMPs according to the required inspection frequencies in the MS4 General Permit. Implementation of corrective measures will be performed within a year of discovery or to the maximum extent practicable.

For private stormsewer infrastructure, the City includes provisions within developer's agreements for each project. These provisions include long term operation and maintenance requirements appropriate for the specific system.

Measurable Goals:

- Number of repairs, replacements, or maintenance measures
- Number of employees trained for proper O & M
- Number of developers agreements established

Timeline / Implementation Schedule:

- 2006 Integrate inspection, operation, and maintenance activities with 6-7 and 6-8
- 2007-2011 Implement corrective measures to the MEP and annually review procedures and revise as needed

Specific Components & Notes (optional):

- Inspect Outfalls, Ponds and Basins (BMP 6-7)
- Pollution Control Device Inspection Program (BMP 6-8)

Responsible Person

Name: Matt Saam

Title: City Engineer

Phone: 651-552-4130

E-mail: matt.saam@ci.west-saint-paul.mn.us

Responsible Department

Name: Arbon Hairston

Title: City Manager

Phone: 651-552-4101

E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us

Educational components related to this BMP (description or number – optional):

Pollution Prevention/Good Housekeeping

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 6-1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Training Components to Municipal Programs	
BMP Description: Training components will allow city staff, especially Public Works, to know the proper techniques and methods for preventing threats to water quality in the MS4. In order to improve the training component, the City will collect and review all existing information on municipal training programs, procedures, and information, and incorporate aspects that satisfy the City's needs.	
Measurable Goals: <ul style="list-style-type: none"> Number of city staff trained 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2006 – Collect existing information into an organized approach 2007 – Identify gaps and add new information 2008 (by March) – Implement updated existing training plan 2009-2011 – Conduct training program annually and make updates, as necessary
Specific Components & Notes (optional): The following components will be evaluated for inclusion in an overall training program: <ul style="list-style-type: none"> Park and Open Space Training Fleet and Building maintenance training New Construction and Land Disturbances training Stormwater System Maintenance training 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): Audience: City Staff Educational Goal: Employee training is an important part of improving the quality of stormwater management. Proper training can prevent and reduce stormwater pollution from City maintenance activities.	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 6-2

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Spill Response and Reduction Program	
BMP Description: The City currently conducts elements of a Spill Response and Reduction Program. Formal documentation will include proper handling of hazardous waste to prevent spills or leakage and protect water resources. In general, the spill response plan will address the necessary steps an employee should take if a spill occurs.	
Measurable Goals: <ul style="list-style-type: none"> Spill Response and Reduction Program established and active Number of employees trained on program procedures 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2006 – Evaluate current and alternative spill response procedures 2007 – Develop and document appropriate program 2008 – Implement a Spill Response and Reduction Program 2009-2011 – Carry out Spill Response and Reduction Program and make any updates, as necessary
Specific Components & Notes (optional): <ul style="list-style-type: none"> Spill Procedures Dedicated storage container for used oil Floor Dry Maintained pumps and fueling tanks 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	
Audience: City Staff	
Educational Goal: On site training for new staff on appropriate hazardous materials handling and storage procedures can protect water resources.	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 6-3

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Street Deicing Program	
BMP Description: Proper application of road salt can minimize over-spreading and proper storage of deicing materials can prevent stormwater pollution. The City will frequently evaluate alternative deicing products, equipment, and procedures.	
Measurable Goals: <ul style="list-style-type: none"> • Amount of sand applied to street • Amount of salt applied to street 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 – Carry out the street deicing program and make updates, as necessary
Specific Components & Notes (optional): Salt storage building	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): New employee training.	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 6-4

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Fertilizer and Herbicide Control Program	
BMP Description: The parks department applies fertilizer and herbicide within the City. All employees who handle pesticides are required to be licensed to ensure proper handling and application procedures. The City will evaluate the current program, make any appropriate changes, and document the procedures within the five-year timeframe of this permit. The City will also frequently evaluate alternative fertilizer and herbicide products, equipment, and procedures.	
Measurable Goals: <ul style="list-style-type: none"> • Quantity of fertilizer applied to City property • Quantity of herbicide applied to City property • Number of licensed applicators on city staff 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006 – Evaluate alternative fertilizer and herbicide products, equipment, or procedures • 2007 – Determine appropriate program. • 2008 – Implement program • 2009-2011 – Carry out fertilizer and herbicide control program and make changes, as necessary
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Licensed applicators • Alternative products, equipment or procedures 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): Annual employee training	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 6-5

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Equipment Maintenance Programs	
BMP Description: The Public Works will provide scheduled maintenance and safety checks on City vehicles. The City will evaluate the existing program and document all vehicle inspections and maintenance.	
Measurable Goals: <ul style="list-style-type: none"> • Vehicle maintenance documentation program established and active • Number of hours spent on equipment maintenance • Percent of oil recycled 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • This is an existing program within the City and will continue.
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Scheduled maintenance • Dedicated storage container for used oil 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): The training aspect of this component provides opportunities to further educate City staff about stormwater pollution prevention.	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 6-6

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Inspect Outfalls, Ponds and Basins	
BMP Description: A minimum of 20% of the ponds and outfalls will be inspected annually until all have been inspected during the Permit period. Cleaning procedures or adjustment to inspection frequency will be based on inspection reports.	
Measurable Goals: <ul style="list-style-type: none"> • Number of ponds and sediment basins within the City • Number of outfalls within the City • Number of outfalls inspected • Number of ponds and sediment basins inspected • Total number of ponds, sediment basins and outfalls needing maintenance. • Record of outfall inspection results (y/n) 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 – 20% of ponds and outfalls will be inspected annually, and any needed clean-out be performed
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Report results of outfall inspections in annual report • Keep records of inspection results, date and any maintenance performed or recommended. 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional): The training aspect of this component provides opportunities to further educate City staff about stormwater pollution prevention.	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 6-7

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Pollution Control Device Inspection Program	
BMP Description: Pollution control devices within the City are inspected on an annual basis. A record will be maintained of the inspections and inspection results. Cleaning procedures or adjustment to inspection frequency will be based on inspection reports.	
Measurable Goals: <ul style="list-style-type: none"> • Number of pollution control devices within the City. • Percent of pollution control devices inspected • Number of pollution control devices needing significant maintenance. • Record of device inspection results (y/n) 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • This is an existing program within the City and will continue.
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Pollution control device inspection schedule 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name City of West St. Paul

Unique Identifying Number: 6-8

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Municipal Street Maintenance Program	
BMP Description: City streets are swept twice each year by the city staff using one mechanical sweeper. This prevents leaves, grit and other debris from entering the MS4. The sweeping may also include sweeping at construction sites as needed.	
Measurable Goals: • Number of times city streets are swept	Timeline / Implementation Schedule: • This is an existing program within the City and will continue.
Specific Components & Notes (optional): • 100% of streets swept	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 6-9

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Inspection Analysis and Frequency	
BMP Description: The City will keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections will be adjusted to at least two (2) times annually, or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required as a result of both the first two annual inspections, the frequency will be reduced to once every two years.	
Measurable Goals: <ul style="list-style-type: none"> • Number inspected • Number of inspection modifications • Annual Report summary of inspection results 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 Evaluate maintenance patterns every two years (2007, 2009, and 2011) and modify inspection frequency as required.
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Pollution Control Device Inspection Program (BMP 6-8) 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 6-10

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Exposed Stockpile Storage and Material Handling Program	
BMP Description: The City will develop a procedure to identify and manage all exposed stockpiles to insure perimeter controls are in place and to prevent the offsite migration of stockpile material. In addition, storage and material handling areas will be inspected on an annual basis. Appropriate corrective actions will be taken based on the results of the each inspection. Existing exposed stockpile areas include mulch, brush, and street sweeping piles at the maintenance facility; seal coat chips which are washed and screened and recycled each year at the ice arena. Existing material handling areas include access to the indoor salt stockpile at the maintenance facility.	
Measurable Goals: <ul style="list-style-type: none"> • Identification of exposed stockpiles, storage and material handling areas (y/n) • Number of inspections conducted 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006: Determine locations exposed stockpiles, storage and material handling areas. • 2006: Implement stockpile, storage and material handling program • 2006-2011: Conduct annual inspections and review and revise program needed
Specific Components & Notes (optional): Develop an integrated inspection program to annually inspect exposed stockpiles, storage and material handling areas.	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	

Additional BMP Requirements

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 7-1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Record Keeping and Reporting	
BMP Description: The City will submit an annual report according to the requirements outlined in the current MS4 permit and retain all records required for at least three (3) years beyond the term of the permit. The City will keep records on the dates of inspection and responses to the inspections, including the date of completion of repairs and major additional protection measures. All records, including the approved SWPPP, will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies.	
Measurable Goals: <ul style="list-style-type: none"> • Develop record keeping procedure • Implement record keeping procedure 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006: Develop record keeping procedure • 2006-2011: Implement record keeping procedure
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of West St. Paul

Unique Identifying Number: 7-2

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Discharge Affecting Source Water Protection Areas	
BMP Description: At this time, the City of West Saint Paul does not operate community supply wells. Drinking water is provided to the residents from the St. Paul system which obtains water from the Mississippi River. There is a portion of a South Saint Paul DWSMA that enters into the City jurisdiction but is not considered “vulnerable” as defined by the NPDES Permit. If “vulnerable” areas are identified in the future, the City will comply with appropriate requirements. The City will coordinate with MDH to determine if the City jurisdictional area includes land within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13. If so, the City will work with the appropriate organizations to address potential impacts to the areas to the MEP and revise the SWPPP accordingly.	
Measurable Goals:	Timeline / Implementation Schedule:
<ul style="list-style-type: none"> Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13. 	<ul style="list-style-type: none"> According to MDH schedule
<ul style="list-style-type: none"> Coordinate with appropriate organizations and revise SWPPP accordingly. 	<ul style="list-style-type: none"> 2006-2011
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> Cooperate with adjacent municipalities or organizations to protect other MDH identified high or moderate vulnerable areas to storm sewer runoff when they are found to overlap the City’s jurisdictional boundary. 	
Responsible Person	Responsible Department
Name: Matt Saam	Name: Arbon Hairston
Title: City Engineer	Title: City Manager
Phone: 651-552-4130	Phone: 651-552-4101
E-mail: matt.saam@ci.west-saint-paul.mn.us	E-mail: arbon.hairston@ci.west-saint-paul.ci.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of West Saint Paul

Unique Identifying Number: 7-3

Permit Requirement Addressed by This BMP: Part IV.D.

BMP Title: Response to Listing of Impaired Water(s)

BMP Description: The following terms are used in the course of this BMP Description:

- trigger event
- impaired waters evaluation
- impaired waters report

These terms are used to describe steps of a process to address a specific MS4 Permit requirement. These terms do not imply or mandate the creation of written reports or materials that must be submitted to the MPCA. Written documentation from these steps will be retained as part of the City's MS4 Permit records. These records will be retained as per Part VI.B. of the MS4 General Permit and available to the MPCA upon request.

For waters that are impaired only for mercury, only Step 1 of this BMP will be implemented. The Minnesota statewide mercury TMDL does not have requirements for stormwater. Therefore, it will be assumed that the City's MS4 discharge does not contribute to the mercury impairment. This assumption also applies to waters with multiple impairments, including mercury. For these waters, the only the other non-mercury impairments must be addressed through Steps 2 through 5.

As per 40 CFR 122.2 and 122.3, the measures in this BMP will not be applied to flows from irrigated agriculture or agricultural stormwater runoff within the City's jurisdiction.

The steps included in this BMP will be instigated by one or more of the following trigger events:

- 1: the extension of MS4 Permit coverage upon approval of the City's submittal materials and Application by the MPCA Commissioner (if this BMP is already incorporated into the SWPPP)
- 2: the release of a new 303(d) list of Impaired Waters by the MPCA that is approved by the USEPA.

In **Step 1**, the City will review the Impaired Waters List to determine whether there are any impaired waters located within five miles of the City's boundaries that receive discharge from the City's MS4. Such waters will be identified as "impaired waters of concern". This term is used only for the purposes of this BMP to define the set of impaired waters that must be addressed in the subsequent steps. The City will depend on the 303(d) list of Impaired Waters to make this determination. Where the information in the list is insufficient, the City will contact the MPCA for further clarification.

In **Step 2**, the City will identify the location(s) of discharge(s) from the City's MS4 to the impaired waters of concern identified in Step 1. Discharges may include pipes, outlets, ditches, swales, street gutters, or other discrete conveyances for stormwater runoff. As part of Step 2, the City will also delineate the watershed area within the City's jurisdiction that discharges to each impaired water of concern identified in Step 1.

In **Step 3**, the City will prepare an impaired waters evaluation addressing the hydrology, land use, and other characteristics of each watershed area delineated in Step 2.

In **Step 4**, the City will prepare an impaired waters report. This report will address the results of the steps listed above along with a determination of whether changes to the City's SWPPP are warranted to reduce the impact from the City's MS4 stormwater discharge to each impaired water of concern.

In **Step 5**, the City will incorporate the changes identified in the impaired waters report into the City's SWPPP, as per the provisions of the MS4 General Permit regarding SWPPP modifications. The changes to the SWPPP will be reported in the subsequent Annual Report, along with a summary of the process (as listed above) that resulted in the changes.

Measurable Goals:

Step 1: Completion of the City's determination whether there are impaired waters of concern

Step 2: A map showing the locations of discharges and delineated watershed areas.

Step 3: Completion of the impaired waters evaluation

Step 4: Completion of the impaired waters report

Step 5: Changes to the City's SWPPP

Timeline / Implementation Schedule:

Step 1: Within 2 months of a trigger event

Step 2: Within 12 months of a trigger event

Step 3: Within 12 months of a trigger event

Step 4: Within 12 months of a trigger event

Step 5: With 18 months of a trigger event

Specific Components & Notes (optional):

The steps listed in this BMP will be executed in response to the listing of impaired waters. It is likely that these tasks will precede (perhaps by years) the initiation and completion of the TMDL Study and Waste Load Allocation for these impaired waters. The data, information, and understanding of the water quality problems and solutions for the impaired waters will be significantly less at the time of the preparation of these materials than when the TMDL Study and the Waste Load Allocation have been

completed. For this reason, the level of analysis and detail of the response by the City will be significantly less for the preparation of these materials and modifications to the SWPPP at this time than at the time of the completion of the TMDL Study and the Waste Load Allocation. The City's analysis and response for this BMP will be based on data and information that are readily available at the time.

Responsible Person
Name: Matt Saam
Title: City Engineer
Phone: 651-552-4130
E-mail: matt.saam@ci.west-saint-paul.mn.us